



KING COUNTY
PROJECT/PROGRAM MANAGER III
(BASIN STEWARD)
DEPARTMENT OF NATURAL RESOURCES AND PARKS
WATER AND LAND RESOURCES DIVISION
Annual Salary Range: \$63,278 - \$80,209
Job Announcement: 06MK5865
OPEN: 2/13/06 CLOSE: 2/27/06

WHO MAY APPLY: This position is open to general public. First consideration will be given to career service employees who are members of Teamsters Local 117.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Michelle Kobuki, Human Resources, 201 S. Jackson St., Suite 600, MS: KSC-NR-0600, Seattle, WA 98104.** Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact (206) 296-1935 for application requests; or download from the Internet address at <http://www.metrokc.gov/ohrm/jobs/>.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest, and answers to the supplemental questions (at the end of this job announcement) are required.

WORK LOCATION: 201 S. Jackson St., Suite 600, Downtown Seattle, surrounding communities, and various field locations including areas adjacent to aquatic features such as streams and rivers.

WORK SCHEDULE: This full-time position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This position is based on a 40 hour workweek. The typical work schedule is 8:00 a.m. to 5:00 p.m. Monday - Friday. Attendance at evening meetings and weekend events will be required.

JOB DESCRIPTION:

This position will be located in the Watershed Stewardship Unit, part of the Office of Rural and Resource Programs in the Water and Land Resources Division. The position will play important roles in two County programs, Rural Stewardship Planning and Cedar River Basin Stewardship. Initially work will be approximately half time on each program, but may vary over time and as program work needs evolve. Relative emphasis on the various job functions listed below will also evolve over time depending on Division priorities and work program needs. See <http://dnr.metrokc.gov/wlr/cao/rural-stewardship-plan.htm> and <http://dnr.metrokc.gov/wlr/basins/stewards.htm>.

PRIMARY JOB FUNCTIONS INCLUDE:

Rural Stewardship Planning

- Providing assistance to rural landowners in the development of customized site-specific Rural Stewardship Plans for individual properties. Plans may be used to secure flexibility in

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

implementation of critical areas and clearing regulations, or to apply for reduced property taxes. Involves coordinating technical staff to evaluate site conditions, review site proposals, and determine appropriate types and levels of mitigation. Also involves working closely with individual landowners and clearly communicating program goals and requirements, related County regulations, and environmentally protective site management practices.

- Assisting with Rural Stewardship Program development by providing practical experience related to the feasibility of implementing the program on various types of rural properties and with a typical range of landowners. This practical experience will inform development of and periodic modifications to program technical and decision-making tools, program monitoring approach, etc.
- Assisting with Rural Stewardship Program outreach and education to introduce landowners to the program, coach them on plan development, and help them understand likely watershed management and site development issues associated with their properties so they can make informed decisions regarding their property and the program.

Cedar River Basin Stewardship

- Coordinating the implementation of property acquisitions, restoration projects, and other preservation methods in the Cedar River watershed to protect and improve aquatic habitat and watershed health. Includes working with landowners, preparing grant applications, and developing other strategies for raising funds for project implementation. Also involves working with project manager, technical staff, and other project team members to ensure that projects are consistent with broader stream basin and watershed goals as defined in salmon recovery and other watershed plans, and compatible with other projects and activities in the basins. Involves managing and overseeing implementation of significant capital funds already received through grants and local funding sources.
- Providing technical assistance to landowners and public agency staff related to aquatic habitat protection, restoration, and surface water management related to the particular physical conditions and habitat protection priorities of the Cedar River watershed. Responding to citizen and agency concerns and questions related to watershed features and issues. Supporting landowners in obtaining resources for habitat protection actions. Reviewing and providing technical comments on land use and public utility projects with significant potential to affect basin and stream conditions.
- Partnering with other County staff and other agencies on oversight of projects to remove invasive species, plant native species, and conduct other management activities on County-owned ecological lands. Involves work by County staff, volunteers, and other organizations.
- Working with community members, including Cedar River Council members, to develop a strong constituency for environmental and resource preservation efforts in the Cedar River watershed.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in natural resources, ecology, or a related field, and five (5) years of progressively responsible analytical and/or project management work experience in natural resources, ecology, or a related field, OR any equivalent combination of comparable education and experience
- Minimum two (2) years experience in watershed stewardship and management, including stream and riparian restoration, capital improvement project coordination and management, and working with rural landowners
- Minimum two (2) years working for or closely with local government agencies involved in water resources management
- Demonstrated knowledge of local critical areas and clearing regulations and permitting requirements and approaches, and demonstrated experience in interpreting and communicating aspects of local regulatory code to property owners and other non-technical audiences

- Demonstrated knowledge of site management approaches and practices applicable to development of individual rural properties, including sustainable development and green building techniques
- Demonstrated ability to develop successful grant applications and funding strategies for habitat protection and restoration projects
- Demonstrated ability to deal effectively with diverse groups of individuals, including rural citizens and community groups, government officials, and organizational colleagues. Ability to facilitate practical solutions involving compromise. Ability to serve as an effective liaison regarding technical issues to a variety of audiences
- Demonstrated ability to successfully manage a complex work program, including coordination of multiple projects and tasks with differing timelines
- Demonstrated ability to exercise initiative and judgment while accomplishing assigned tasks with minimal supervision
- Experience and demonstrated ability to function independently but also work effectively in multidisciplinary team situations
- Demonstrated field skills related to watershed, river, stream, and riparian area functions and characteristics
- Excellent verbal and written communication skills applicable to a wide variety of formats, audiences, and settings, ranging from formal presentations to informal one-on-one collaborative work
- Proficiency in common Microsoft Office software, including Microsoft Word and Excel
- Must be able to perform and have experience relevant to all primary job functions

DESIRABLE QUALIFICATIONS:

- Master's degree and/or advanced technical skills in natural resources, ecology, or a related field, with an emphasis on watershed, stream, and/or wetland science
- Direct experience in local critical areas permitting, especially under the current King County critical areas code
- Direct experience with rural site development, especially focused on sustainable building techniques
- Direct knowledge of and experience working within the Cedar River watershed
- Proficiency in Microsoft Access and ArcView

NECESSARY SPECIAL REQUIREMENTS:

- A valid Washington State Driver's License or the ability to travel throughout King County in a timely manner
- Ability and willingness to work in adverse field conditions, including uneven terrain and inclement weather
- An offer of employment will be contingent on the success of a pre-employment physical examination

UNION MEMBERSHIP:

- Positions in this classification are represented by Teamsters, Local 117 Professional & Technical. Union membership will be required within 30 days of employment

Project/Program Manager III (Basin Steward)
Job#06MK5865

SUPPLEMENTAL QUESTIONNAIRE

The following questions address important elements of this position. The information you provide will help to determine your eligibility for further consideration. Please use specific examples and limit your responses to no more than three typed pages total. Attach all pages to your application.

1. Please describe your experience providing technical assistance regarding land use permitting or other complex natural resource management issues to non-technical persons. Describe a situation where you worked closely with a landowner in helping them understand and navigate their way through a complex permitting process. If you haven't had direct experience in this, describe the approach that you would take in such a situation.
2. Describe a restoration or other project in which you played an important role such as project manager or coordinator, client/ agency lead, or a key team member. What was your role? What were the project's goals and ultimate outcome? Use this example to illustrate your ability to function both independently and as part of a multidisciplinary team. Describe any changes you would make if you worked on a similar project again.
3. Describe your experience in writing grant applications, technical correspondence, and other similar documents.
 - a. In your opinion, what are the elements of a successful funding proposal?
 - b. What are the elements of a successful letter conveying technical information to a landowner?